

# POSITION DESCRIPTION (Please Read Instructions on the Back)

|  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|----------------------------|--|--|--|--|--|--|--|--|--|--------------------------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|--|--|
| 2. Reason for Submission   |  |  |  |  |  |  |  |  |  | 3. Service  |  |  |  |  |  |  |  |  |  | 4. Employing Office Location   |  |  |  |  |  |  |  |  |  | 5. Duty Station            |  |  |  |  |  |  |  |  |  | 1. Agency Position No.   |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| <input type="checkbox"/> Redescription<br><input type="checkbox"/> Reestablishment<br>Explanation (Show any positions replaced)<br>Standard MWR NAF PD   |  |  |  |  |  |  |  |  |  | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Other   |  |  |  |  |  |  |  |  |  | <input type="checkbox"/> Hdqtrs<br><input checked="" type="checkbox"/> Field   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  | 6. OPM Certification No. |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 7. Fair Labor Standards Act  |  |  |  |  |  |  |  |  |  | 8. Financial Statements Required  |  |  |  |  |  |  |  |  |  | 9. Subject to IA Action  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| <input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Nonexempt   |  |  |  |  |  |  |  |  |  | <input type="checkbox"/> Executive Personnel Financial Disclosure<br><input type="checkbox"/> Employment and Financial Interest |  |  |  |  |  |  |  |  |  | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 10. Position Status  |  |  |  |  |  |  |  |  |  | 11. Position Is   |  |  |  |  |  |  |  |  |  | 12. Sensitivity  |  |  |  |  |  |  |  |  |  | 13. Competitive Level Code |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| <input type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted (Specify in Remarks)<br><input type="checkbox"/> SES (Gen.)<br><input type="checkbox"/> SES (CR)   |  |  |  |  |  |  |  |  |  | <input type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input checked="" type="checkbox"/> Neither      |  |  |  |  |  |  |  |  |  | <input checked="" type="checkbox"/> 1--Non-Sensitive<br><input type="checkbox"/> 2--Noncritical Sensitive<br><input type="checkbox"/> 3--Critical<br><input type="checkbox"/> 4--Special Sensitive   |  |  |  |  |  |  |  |  |  | 14. Agency Use<br>CNIC     |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 15. Classified/Graded by   |  |  |  |  |  |  |  |  |  | Official Title of Position  |  |  |  |  |  |  |  |  |  | Pay Plan   |  |  |  |  |  |  |  |  |  | Occupational Code          |  |  |  |  |  |  |  |  |  | Grade                    |  |  |  |  |  |  |  |  |  | Initials |  |  |  |  |  |  |  |  |  | Date     |  |  |  |  |  |  |  |  |  |
| a. Office of Personnel Management  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| b. Department, Agency or Establishment   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| c. Second Level Review   |  |  |  |  |  |  |  |  |  | Cook  |  |  |  |  |  |  |  |  |  | NA   |  |  |  |  |  |  |  |  |  | 7404                       |  |  |  |  |  |  |  |  |  | 06                       |  |  |  |  |  |  |  |  |  | JN       |  |  |  |  |  |  |  |  |  | 12-31-01 |  |  |  |  |  |  |  |  |  |
| d. First Level Review  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| e. Recommended by Supervisor or Initiating Office  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 16. Organizational Title of Position (if different from official title)  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  | 17. Name of Employee (if vacant, specify)  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 18. Department, Agency, or Establishment   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  | c. Third Subdivision   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| a. First Subdivision   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  | d. Fourth Subdivision  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| b. Second Subdivision  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  | e. Fifth Subdivision   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  | Signature of Employee (optional)   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that      |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  | this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| a. Typed Name and Title of Immediate Supervisor  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| Signature  |  |  |  |  |  |  |  |  |  | Date  |  |  |  |  |  |  |  |  |  | Signature  |  |  |  |  |  |  |  |  |  | Date                       |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
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| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  | 22. Position Classification Standards Used in Classifying/Grading Position   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| Typed Name and Title of Official Taking Action   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  | FWS JGS For Cooking 7404, TS-63 Feb 92   |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| S. J. NEW  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| Principal Classifier   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| Signature  |  |  |  |  |  |  |  |  |  | Date  |  |  |  |  |  |  |  |  |  | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | 12-31-01  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 23. Position Review  |  |  |  |  |  |  |  |  |  | Initials  |  |  |  |  |  |  |  |  |  | Date   |  |  |  |  |  |  |  |  |  | Initials                   |  |  |  |  |  |  |  |  |  | Date                     |  |  |  |  |  |  |  |  |  | Initials |  |  |  |  |  |  |  |  |  | Date     |  |  |  |  |  |  |  |  |  |
| a. Employee (optional)   |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| b. Supervisor  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| c. Classifier  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 24. Remarks  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |
| 25. Description of Major Duties and Responsibilities (See Attached)  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                            |  |  |  |  |  |  |  |  |  |                          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |  |  |

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Cook **POSITION NUMBER** 01-010A

**JOB SERIES:** 7404 **PAY LEVEL:** NA-6

**Summary of Duties:** Prepares and cooks a variety of menu items including regular and special entrees and dessert items. Works alone or with a higher grade cook to roast, broil, bake, fry, boil, steam, and stew meats, fish, and poultry. Prepares soups, stocks, broths, gravies, sauces, and puddings without the use of packaged mixes. Makes a variety of dessert items such as baked Alaska, crepes, and mousses. Adjusts standardized recipes for the number of servings required in large quantity cooking. Maintains proper temperature for all foods during holding, transport, reheating, and serving to assure quality control and food safety. Prepares cold food platters; mixes and prepares cold sauces, meat glazes, molded aspics, and salad dressings. Carves vegetables and fruits as garnishes for food platters and dishes. Maintains rotation of food inventories to prevent spoilage. May assist management in purchasing and menu pricing decisions by performing yield tests for selected foods, in ordering items in accordance with daily and weekly menu requirements, and preparing food production worksheets from computerized recipe files. Performs other related duties as assigned.

**Skills and Knowledge:** Basic knowledge of food preparation principles and a practical understanding of the physical changes that occur during the processing and cooking of food. Working knowledge of the planning process involved in cooking an entire meal including different preparation methods for various food items, the necessary time for cooking these different items, and how to schedule and coordinate preparation to produce a properly cooked meal on time. Ability to evaluate a variety of raw and cooked food items to ascertain their freshness. Knowledge of standard formulas used in yield testing. Knowledge of principles of food spoilage, food borne illness, and food safety. Practical knowledge of methods and procedures necessary for ordering, issuing, and storing food items in accordance with inventory and sanitation requirements.

**Responsibility:** Receives work assignments orally and in writing from supervisor or higher level cook. Plans, coordinates, and times assignments to assure food items are prepared on time and are at the proper temperature. Makes judgments about necessary recipe modifications. **Physical Effort:** Required to lift or move objects weighing up to 40 pounds on a frequent basis (utensils or containers of food) as well as stand and walk constantly; on occasion lifts items over 50 pounds, e.g., pans of meat.

**Working Conditions:** Exposed to warm and noisy kitchens, steam, fumes and cooking odors; danger of falling on freshly mopped floors; burns from steam or hot foods; cuts from knives; shocks from electrical machines; and extremes in temperatures.